



FOR OFFICIAL USE ONLY	
Applicant No.	
CTT Ref. No.	
Name	
Date Received	

Application Form for the Police Service in Scotland

Police Force Applied For: Please note that this form uses the term 'Police Officer' throughout, which is applicable to all posts applied for	Post Applied For: (Police Constable, Special Constable, Police Cadet)
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Before completing the form you must read the accompanying guidance notes fully.

DATA PROTECTION ACT 1998

The information you provide in this application form will be entered into a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out by the Data Protection Act 1998. The data will be used to assess your suitability to join the Police Service and may be shared with other forces in the United Kingdom in respect of any recruitment applications you make.

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Section 1: About You (see note 1)

PERSONAL DETAILS

Surname(s)/Family Name(s):

Forename(s):

Previous Name(s):

National Insurance No:

Current Address:

Postcode:

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Email Address:

Telephone Numbers (including area code):

Home:

Work (if convenient to contact you):

Mobile:

Driving Licence Details:

Licence Type: (tick box)

Full:

Provisional:

Licence Group:

Date of Expiry:



Section 2: Your Personal Skills and Experience (see Note 2)

At this stage of the application, it is vital that you can evidence the core attributes needed to be effective in the role of Police Officer. This is important so that your application can proceed to the next stage. Please answer truthfully as you may be asked to expand on these examples during the selection process.

Q1 Police Officers often rely on team working during their everyday activities. Think of a situation where you had to work as part of a team to solve a problem or to achieve a goal.

(i) Describe the situation and the result.

(ii) How did you contribute to the team in this situation?

(iii) What did you learn and how could you apply this to a difficult/complex situation where you need to take action quickly?



Q2 It is vitally important in Scotland's diverse society, that Police Officers respect the lifestyle, culture or beliefs of others even if these differ significantly from the officer's own experiences.

Think of an example of an occasion when you have shown respect for the lifestyle, culture or beliefs of someone, even though they differed significantly from your own and you might even have disagreed with them.

(i) Tell us how the situation arose and how you and the other person differed.

(ii) Which aspect of the difference did you find most difficult to deal with?

(iii) Tell us exactly what you did.

(iv) If you hadn't acted as you did, what do you think would have been the likely consequence?




Q3 It is important that Police Officers are flexible in their approach and are well motivated to get things done without having to be told.

Tell us about an occasion when you had to complete a difficult task even though it might not have been your job or responsibility to do so.

(i) What was the situation and what motivated you to complete the task?

(ii) Exactly what did you do and how did other people react?

(iii) List the skills you used when completing this task.



Q4 Police Officers often need to draw upon a wide range of experiences to carry out their job. In this part of the form you have the opportunity to inform us of any activities undertaken in your leisure time.

(i) Tell us about your hobbies and interests.

(ii) Explain how these activities might relate to the role of a Police Officer.

(iii) Which particular skills and experience do you think you can bring, which would be relevant to the role of a Police Officer?

(iv) Provide details of any other interests you have relevant to your application.



Q5 Why do you want to pursue a career in the police service, in the force of your choice?

(i) Why do you want to pursue a career in the police service?

(ii) What are your reasons for applying to this particular force?

Q6 Please tell us about any skills you have (e.g. driving, language) and any voluntary or community activities you have been involved with.

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Section 3: About Your Employment (see Note 3)

PRESENT OR MOST RECENT EMPLOYMENT

Name and address (including postcode and email, if known)	Nature of business and position held	Approximate date started and date left (if applicable)	Reason for leaving (if applicable)

Period of notice required:

PREVIOUS EMPLOYMENT Start with the most recent (continue on page 11 if necessary)

Name and address (including postcode and email, if known)	Nature of business and position held	Approximate date started and date left (if applicable)	Reason for leaving

REFEREES

Please give the names and addresses of two employers who will provide a reference for you. (One of these should be your current or most recent employer)

Full Name:	Full Name:				
Address:	Address:				
Position held:	Position held:				
Telephone:	Telephone:				
May we contact these referees now?	<table border="1"> <tr> <td>YES</td> <td><input type="checkbox"/></td> <td>NO</td> <td><input type="checkbox"/></td> </tr> </table>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		

RESTRICTED—WHEN COMPLETED



HM FORCES						
Have you served/are you serving in the HM Forces			YES		NO	
Service Number:		Rank/Rating:				
Commanding Officer:						
Unit Address:		Postcode:				
		Telephone:				
		Served From/To:				
		Expected Date of Discharge:				
		Reason for Discharge:				
Are you liable for further service as a Reservist?:			YES		NO	
If YES, please give details of reserve liabilities, including expiry date:						

PREVIOUS SERVICE WITH, OR APPLICATION TO, A POLICE FORCE		
(i) Please give details of any previous service in any Police Force.		
Dates of Service (From/To):	Force:	Role:
Reason for leaving:		
(ii) Other than at (i) above, please give details of any previous applications to any Police Force, for example, as a Constable, Special Constable, Police Cadet or Police Staff (continue on page 11 if necessary)		
Month/year of application:	Force:	
Post applied for:	Recruitment Stage Reached:	

Month/year of application:	Force:
Post applied for:	Recruitment Stage Reached:



Section 4: More About You

NATIONALITY (see note 4)

What is your Nationality?:

If you are not a UK citizen, is your stay in the UK free from restrictions?

YES

NO

If you answered yes to the question you must include a copy of your passport which shows that your stay in the UK is free of restrictions. **Do not send original documents.**

If you answered no to the question - please contact the recruitment team to discuss as this may affect your eligibility to apply.

TATTOOS (see note 5)

Do you have any tattoos?

YES

NO

If YES, describe them:



ADDITIONAL INFORMATION

Section 5: Declaration

I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld.

I understand that:

- I must inform the Recruitment Office without delay of any change in my circumstances.
- Criminal conviction checks will be made against myself, my family members and other adults living in my household. As far as possible I have informed them of this.

- Financial checks may be undertaken to verify my financial status and that all such information will be treated in confidence. I consent to these checks being made.

- Formal disclosure of my Service Character Assessment (Armed Forces) will be sought and I consent to this.
- Any deliberate false statement or omission in connection with my appointment may result in my application being rejected at any stage of the process.

- If I am appointed my fingerprints and a sample of my DNA will be taken and held on record for elimination purposes at crime scenes for the duration of my service.

- If I am successful I must serve wherever required to do so within the Force area.
- The Chief Constable retains the right to reject any application without giving a reason.
- Any offer of appointment will be subject to continued good conduct and maintenance of fitness.

Signed:.....

Name (BLOCK CAPITALS):.....

Date:.....

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Section 6: Equality and Diversity Monitoring

The Scottish Police Service is committed to equality of opportunity both as an employer and as a service provider. Every Force and associated Agency recognises the value that a diverse workforce can bring. To assist us to monitor the effectiveness of our equality and diversity practices, we would encourage you to complete this monitoring form. This form will be separated from your application form prior to the selection process. The information you provide will be treated as sensitive data under the Data Protection Act 1998.

Please tick the relevant box in each section, or complete details as appropriate.

Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>					
Do you currently or have you previously considered yourself as transgender				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Choose not to disclose	<input type="checkbox"/>

Age	16-24	<input type="checkbox"/>	25-34	<input type="checkbox"/>	35-44	<input type="checkbox"/>	45-54	<input type="checkbox"/>	55-64	<input type="checkbox"/>	65+	<input type="checkbox"/>
Choose not to Disclose		<input type="checkbox"/>										

Do you consider yourself to have a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Choose not to disclose	<input type="checkbox"/>
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Ethnic and Cultural Origin	Please choose one section A to E, then tick the appropriate box or give details to indicate your cultural background										
A. White	Scottish	<input type="checkbox"/>	English	<input type="checkbox"/>	Welsh	<input type="checkbox"/>	Irish	<input type="checkbox"/>			
Other White British (Please state)	<input type="text"/>				Other White Background (Please state)	<input type="text"/>					
B. Mixed	Please state <input type="text"/>										

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Ethnic and Cultural Origin cont'd

C. Asian, Asian Scottish, Asian English, Asian Welsh, Asian Irish or other Asian British

Indian		Pakistani		Bangladeshi		Chinese	
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D. Black, Black Scottish, Black English, Black Welsh, Black Irish or other Black British

Caribbean		African		Other Black Background (Please state)	
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Religion or Belief

Church of Scotland		Roman Catholic							
Other Christian (Please state)									
Buddhism		Hinduism		Islam/ Muslim		Judaism/ Jewish		Sikhism	
Other (Please state)									
No Religion or Belief		Choose not to Disclose							

Sexual Orientation

Bisexual		Gay/Lesbian		Heterosexual		Choose not to Disclose	
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APPOINTMENT

I.....(Assistant/Deputy/Chief Constable)
of.....(Force)
have on this.....(day).....(month).....(year)
appointed.....to be a Police Constable/Special Constable/Police
Cadet of this Force in terms of law and the rules and regulations made or to be made for the
government thereof.

Signed.....(Assistant/Deputy/Chief Constable)
Name (BLOCK CAPITALS).....

DECLARATION OF APPOINTMENT

I hereby do solemnly and sincerely and truly declare and affirm that I will faithfully discharge the
duties of the office of Constable.

Signed..... Date.....

Declared before me this.....(day).....(month).....(year)

Signed.....(Sheriff/Magistrate/Justice of the Peace)
Name (BLOCK CAPITALS).....

ACCEPTANCE OF APPOINTMENT

I hereby accept the office of Police Constable/Special Constable/Post of Police Cadet in.....
.....

and bind myself to conform to all the conditions of service and the rules and regulations of the
Force made or to be made in terms of law.

Signed..... Date.....

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CONFIRMATION OF APPOINTMENT

I.....having served as a probationer in this Force
from / / until / / and being satisfied that the required standards
in relation to conduct, efficiency, educational and other qualifications have been met, I hereby
confirm the appointment.

Signed(Assistant/Deputy/Chief Constable) Date.....

Name (BLOCK CAPITALS).....